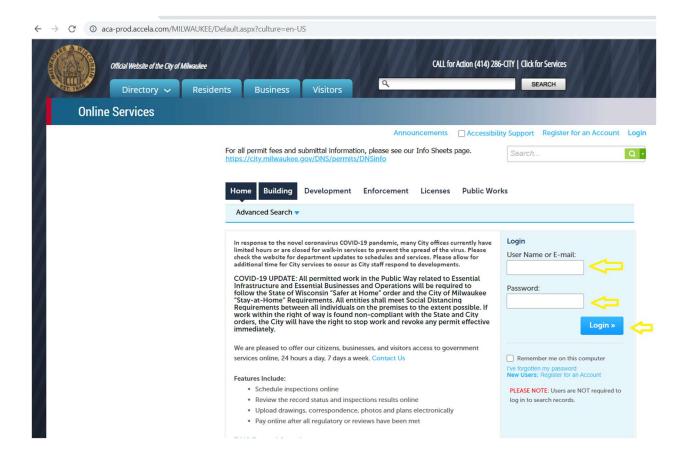Go to Online Services and login

https://aca-prod.accela.com/MILWAUKEE/Default.aspx?culture=en-US
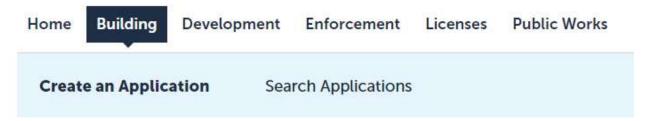

Either Register for a new Account
 or
if you've already registered enter Username/email and password.
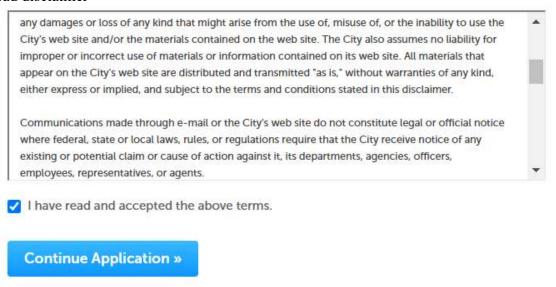Click "Login" button.

Read and close Announcement by clicking "Mark as Read"

Click on Building tab

Read disclaimer

Check the "I have read and accepted the above terms" checkbox
And click "Continue Application" button

Select the record type
(Click on Building, and choose "Lead Abatement Permit" radio button, click on "Continue Application")

Step 1
Enter address of premise where lead abatement work will performed
Only enter house number and street name. Enter a unit number if multiple units.
Leave blank city, state, zip
Click on "Search" Button

Address

All search criteria entered must match the record data. If the search criteria is not entered correctly, the record will not be found.

To search for an address, enter only the Street Number and Street Name. If the street name contains a "TH" or "ST", for example "1st" or "35th" you must enter the ST or TH.
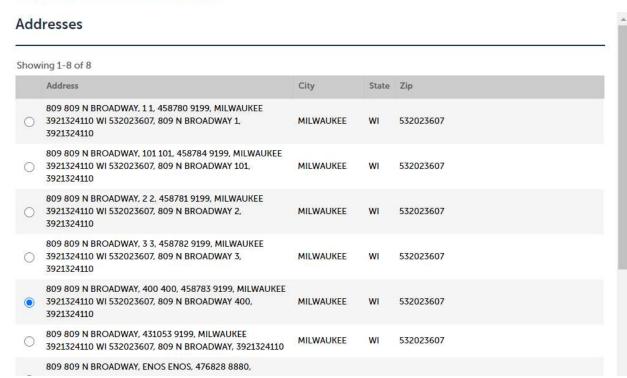
The % sign works as a wild card search. For example, for Blue Mound Road you can use the % sign, %Blue% or Blue% and this will return all records with Blue.

Click on Search once the criteria has been entered or selected.

*Street No.:
809

*Street Name:
BROADWAY

Unit No.:

City:

State:
--Select--

Zip:

Search   **Clear**

If there are multiple units, you can select the unit(s)

Address Search Result List ✕

Addresses

Showing 1-8 of 8

	Address	City	State	Zip
○	809 809 N BROADWAY, 1 1, 458780 9199, MILWAUKEE 3921324110 WI 532023607, 809 N BROADWAY 1, 3921324110	MILWAUKEE	WI	532023607
○	809 809 N BROADWAY, 101 101, 458784 9199, MILWAUKEE 3921324110 WI 532023607, 809 N BROADWAY 101, 3921324110	MILWAUKEE	WI	532023607
○	809 809 N BROADWAY, 2 2, 458781 9199, MILWAUKEE 3921324110 WI 532023607, 809 N BROADWAY 2, 3921324110	MILWAUKEE	WI	532023607
○	809 809 N BROADWAY, 3 3, 458782 9199, MILWAUKEE 3921324110 WI 532023607, 809 N BROADWAY 3, 3921324110	MILWAUKEE	WI	532023607
●	809 809 N BROADWAY, 400 400, 458783 9199, MILWAUKEE 3921324110 WI 532023607, 809 N BROADWAY 400, 3921324110	MILWAUKEE	WI	532023607
○	809 809 N BROADWAY, 431053 9199, MILWAUKEE 3921324110 WI 532023607, 809 N BROADWAY, 3921324110	MILWAUKEE	WI	532023607
	809 809 N BROADWAY, ENOS ENOS, 476828 8880,			

Associated Parcels

Showing 1-1 of 1

	Parcel Number	Zoning	Block	Subdivision
⦿	3921324110	C9D(A)	1014	

Associated Owners

Showing 1-1 of 1

	Name	Address
⦿	CITY OF MILWAUKEE	809 N BROADWAY C/O CITY REAL ESTATE MILWAUKEE WI 53202

Select   Cancel

Click "Select" button

Address, Parcel, and Owner should now be filled in.

Continue Application »

At bottom of screen click "Continue Application" button

Step 2
Contacts
(You can Select from Account or Add New)

If desired contact is present in "Select from Account" click the appropriate radio button

If not present, Discard changes and click "Look Up" button
If not found, click "Add New" button

Once contact is selected or added it will display

Step 2: Contacts > Contacts

Applicant

To add new contacts, click the Select from Account or Add New

✔ **Contact added successfully.**

Gary Teschner
ITMD
gtesch@milwaukee.gov
Home phone:414-286-8027
Mobile Phone:
Work Phone:
Fax:
Edit   Remove

▼ Contact Addresses

Add Additional Contact Address

To edit a contact address, click the address link.

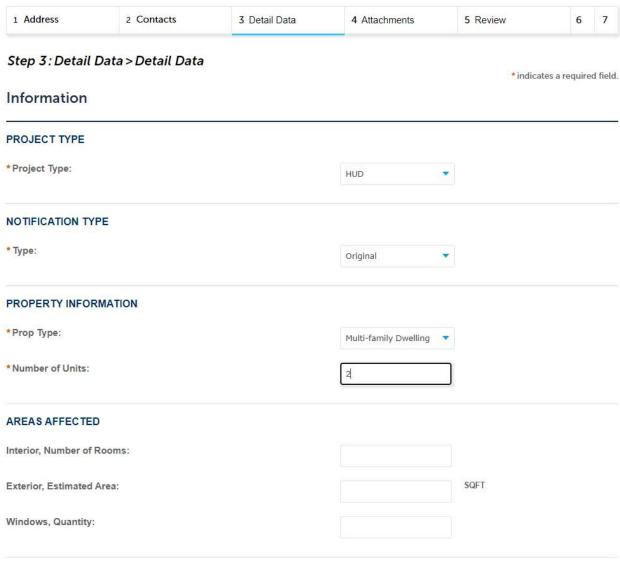Showing 0-0 of 0

	Address Type	Recipient	Address
No records found.			

Continue Application »

(Click Continue Application)

Step 3
Detail Data
Here we enter or click on information needed to permit

| 1 Address | 2 Contacts | 3 Detail Data | 4 Attachments | 5 Review | 6 | 7 |

Step 3: Detail Data > Detail Data

*indicates a required field.

Information

PROJECT TYPE

*Project Type: HUD ▼

NOTIFICATION TYPE

*Type: Original ▼

PROPERTY INFORMATION

*Prop Type: Multi-family Dwelling ▼

*Number of Units: 2

AREAS AFFECTED

Interior, Number of Rooms: [   ]

Exterior, Estimated Area: [   ] SQFT

Windows, Quantity: [   ]

RESTRICTED PRACTICES PLANNED

Required fields are marked by a red *

At bottom of screen
(This is where site workers are entered, click "Add a Row" button

Information

SITE WORKERS

Showing 0-0 of 0

Site Worker	License Type	Lead Abatement License #	
No records found.			

[Add a Row ▼] [Edit Selected] [Delete Selected]

[Continue Application »]   [Save and resume later]

This pops up a window to enter workers, enter and click "Submit" button

×

SITE WORKERS

*Site Worker: *License Type: Lead Abatement License #:

Fred Smith   Supervisor   ▼   001

[Submit]   Cancel

For each worker click "Add a Row" button, enter and click Submit

×

SITE WORKERS

*Site Worker: *License Type: Lead Abatement License #:

William Jones   Worker   ▼   2356

[Submit]   Cancel

When done click "Continue Application" button

Information

SITE WORKERS

Showing 1-2 of 2

	Site Worker	License Type	Lead Abatement License #	
☐	Fred Smith	Supervisor	001	Actions ▼
☐	William Jones	Worker	2356	Actions ▼

Add a Row ▼   **Edit Selected**   **Delete Selected**

Continue Application »   **Save and resume later**

Step 4
You can add attachments if desired
(if adding an attachment click "Add" button)

Click "Continue Application"

Step 5 is Review
You can Edit appropriate section or Continue

Step 6
Pay Fees
Click the Check Out button and enter payment information, click submit payment

Step 2: Payment information

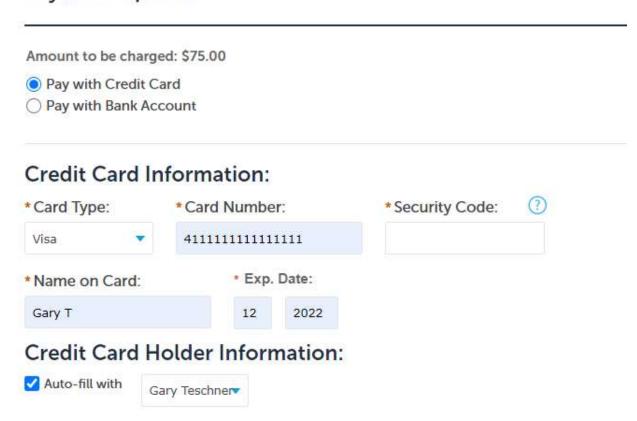Please select a payment method and then fill in all required information.
The available payment methods are:
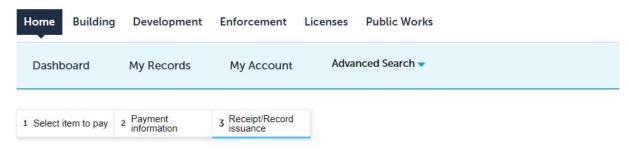- Credit Card
- Bank Account
- Trust Account

Use the dropdown menu to change the payment type.
Note: Application Payment Receipt is not a valid Permit.

Payment Options

Amount to be charged: $75.00
- ● Pay with Credit Card
- ○ Pay with Bank Account

Credit Card Information:

*Card Type:	*Card Number:	*Security Code:
Visa ▼	4111111111111111	

*Name on Card:	*Exp. Date:
Gary T	12	2022

Credit Card Holder Information:

☑ Auto-fill with   Gary Teschner ▼

Record has been created/Receipt/Record Issuance

You can Log out from ACA